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2

UNITED STATES FORCES, EUROPEAN THEATER
STRATEGIC SERVICES UNIT/WAR DEPARTMENT
MISSION TO GERMANY
APO 757

10 April 1946

SUBJECT: Reclassification of F. Catherine Riggsbee
TO: Chief, Personnel, SSU/WD, Washington

1. Attached please find OSS Forms 1004a and 1001, recommending subject's promotion from CAF 7 to CAF 9.

2. In addition to the outstanding performance which subject is giving currently to a very important position with this Mission, she has a splendid background and service record that fully justifies favorable consideration for this request. She has been working in various capacities of increasing importance with the Government during the past ten years and came with OSS in January 1944, when she was sent to Cairo where she became secretary to the Chief of Mission. She was subsequently secretary and administrative assistant to the Commanding Officers at Bari (where she was promoted to CAF 7) and at Portullino. In June 1945, because of her experience and ability, she was selected for a position in Lisbon with a rating of CAF 9 but due to developments of the war and difficulties in obtaining clearance the assignment failed to materialize. She returned to Washington in August and accepted a position involving training as analyst and assistant to an Economic Unit expert. In September of 1945 it was deemed advisable for her to regain a regular Civil Service status and since at that time she was more or less in between jobs she was classified as a CAF 7.

3. Upon arrival in Germany in December 1945 she was assigned as secretary to the Chief of MI for a short period of time and was then selected to fill the position as executive assistant to the Deputy Chief of Mission where her broad background in OSS work and specialized knowledge which had been acquired as secretary to the chiefs of three missions was of tremendous value in helping to organize a central personnel office. In view of her service record, ability, and the important duties of her present assignment as outlined in the attached form, it is strongly recommended that favorable consideration be given to her immediate promotion.

EDWARD J. GREEN,
Commander, USMMA,
Deputy Chief of Mission.

Finance, Amgen

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